

JOANELVILAPATHA

E - C O M M E R C E A S S I S T A N T



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PROFILE

I am a qualified e-commerce virtual assistant with more than five years of experience in managing storefronts and social media platforms. Strong creative and analytical skills. Team player with an eye for detail.

SKILLS

- Amazon Account Management
- Walmart Account Management
- eBay Account Management
- Shopify Account Management
- Computer Literacy
- Project Management Tools
- Strong Communication
- Google Drive, MS Office, Zipify, Slack, Wisitia, Klaviyo

EXPERIENCE

E-COMMERCE MANAGER

Aquatic Experts

2020 - Present

- Manage all e-commerce storefronts from the back end.
- Product listing, editing, managing prices, reviews, feedback
- Manage social media
- Manage campaigns, discounts, coupon
- SOP Creation

LEAD GENERATION

Branch Merchants

2020

- Build lead products for wholesale
- Contact suppliers through email and get quotes for wholesale prices.

AMAZON FBA SPECIALIST

King's Ransom Collectibles

2015 - 2020

- Customer Service, data entry, lead generation
- Product listing, editing, managing prices, reviews, feedback
- Build SOP for protocols
- Manage campaigns, discounts, coupons

EDUCATION

SECONDARY SCHOOL

University of San Carlos

1997 - 2001

BACHELOR OF SCIENCE

University of San Carlos

2002 - 2005